Shipping Instruction PGHH Goa - Capital (POs starting with 'GBP - 8000' only) & Expense (POs starting with 'A7P - 8000' only)
Please share the pre-alert documents 4 days prior to shipment arrival in India with the contact details mentioned below in the Notify party field. As per India customs law, receiving party needs to file the BOE within 24 hours from the time of shipment arrival. Any delay in document submission will lead to heavy penalty for PGHH.

Shipping Terms on Invoice	DAP (Delivered at place till DAP CSI Airport - Mumbai for Air shipment)	
	DAP (Delivered at place till Nhava Sheva for Sea shipment)	
Port of Discharge	Air Shipment - CSI Airport - Mumbai	
	Sea Shipment - Nhava Sheva	
Consignee/Ship To	PROCTER & GAMBLE HYGIENE & HEALTH CARE LTD Plot # 173, Kundaim Industrial Estate, Kundaim, Ponda-Goa (India) - Pin code 403 115 India	
Bill to	PROCTER & GAMBLE HYGIENE & HEALTH CARE LTD P&G Plaza, Cardinal Gracia Road Chakala, Andheri East, Mumbai - 4000099 India	
Notify Party on Bill of lading	PROCTER & GAMBLE HYGIENE & HEALTH CARE LTD P&G Plaza, 3rd Floor, Cardinal Gracias Road, Chakala, Andheri (East) Mumbai - 400 099, India Attn: Vishal Wankhede Phone no (91) 022 2826 7248 / 022 2826 6000 Extn 7248 Email: sunita.singh@dhl.com; vivek.pillai@dhl.com; naresh.more@dhl.com, wankhede.v@pg.com; damugade.tk@pg.com	
	E-mail pre-alert with scan shipping docs - sunita.singh@dhl.com; vivek.pillai@dhl.com; naresh.more@dhl.com, wankhede.v@pg.com; damugade.tk@pg.com	
	Send the original document to the Notify Party Address	
Details to be mentioned on Bill of lading/AWB	IEC - 0388038594	**C**
	GSTIN - 30AAACP6332M1ZK	**C**
	Importer Email id : damugade.tk@pg.com; wankhede.v@pg.com	**C**
List of Shipping documents	1	Commercial Invoice - PO No , Shipping & Payment term should be mentioned on invoice
	2	Packing List (should have details of capital goods, quantity, gross weight, Item wise Net Weight, Part no. etc.)
	3	AWB / Bill of Lading / Seaway Bill (Must be mention PO no, invoice no., correct LE and Detention Free Period)
	4	Certificate of Origin
	5	Fumigation Certificate (only if wooden packing is used)
	6	Product Description/ Technical write -up / end use /Catalogue (pictures if available)
	7	MSDS
	8	Purchase Order Copy (Also, there should be confirmation from P&G end user / buyer if all 3 conditions viz. custom duty, CHA fees and transport cost are set in PO to proceed with clearance)
In case of an LCL by Sea	i. For LC shipments, bank details will be required on the invoice	
In case of capital equipment	Invoice, BL should have Serial number & Part no, which is physically available on Machine or equipment	
In case of Free of cost Shipment	In case of Free of Cost (FOC), invoice should mention commercial value with comments "Free of Cost ". This commercial value is needed for custom clearance purpose	
SPECIAL INSTRUCTION	1	All the shipments should be shipped under Cargo Mode only.
	2	SHIPMENT THROUGH COURIER MODE NOT ALLOWED and DDP shipment not allowed.
	3	Details like consignee name, consignee address, ship-to-address, product description and weight should match in Invoice ,Packing list, COO and Air way bill/bill of lading
In case of second hand Capital goods	1	Invoice, BL / AWB & Chartered Engineer Certificate should have the Serial number which is physically available on Machine or Spare Part.
	2	At least 80% residual life of Original Machine or Spare
	3	Chartered Engineer Certificate should have the following detail. a. price of new machinery in the year of manufacturer b. Current CIF price of new machinery if purchased now c. Year of manufacture. d. Sale price of supplier. e. Present condition of machinery. f. Expected life span. g. Current replacement cost h. Refurbishment cost
	4	Below is the Circular & Format for CE Certificate. Please ensure to comply with same Circular & Format for CE certificate
	5	Please provide the draft Invoice & Chartered Engineer Certificate before dispatch the shipment from origin.
Documentation error	Any detention or demurrages charges suffered by the consignee at the port of discharge as a result of wrong documentation by the shipper will be recovered from the shipper	